

2020-2021 SCCOE Charter Schools Department Calendar

The Santa Clara County Office of Education is committed to serving, inspiring, and promoting student and public school success

July 2020

1	<p>Due: Board Adopted Annual Budget LCFF Calculator Copies of all bonds and Contracts Proof of Insurance Accounting & Financial Policies & Procedures (if changed) Attendance Calendar</p> <p>Due: List of Directors and Officers Calendar and Bell Schedule Updated Contact Information for School(s) Conflict of Interest Code Updates Student/Parent Handbook Employee Handbook Charter Regular Board Meeting Schedule Charter Bylaws Updates COVID-19 Operational Response Report</p>	<p>Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin</p> <p>Submit to Charter Fiscal Admin & SCCOE Internal Business Services</p> <p>Submit to Charter Admin Submit to Charter Admin Submit to Charter Admin and post on web Submit to Charter Admin Submit to Charter Admin Submit to Charter Admin Submit to Charter Admin and post on web Submit to Charter Admin Submit to Charter Admin and post on web</p>
15	<p>SCCBOE Meeting</p> <p>Due: Pupil Estimate for New or Significantly Expanding Charter (PENSEC) Report</p> <p>P-Annual Attendance PY Attendance for the prior month</p>	<p>Submit to electronically to the CDE and SCCOE Charter Fiscal Admin Submit to SCCOE Internal Business Services Submit to SCCOE Internal Business Services</p>
20	<p>Due: Monthly Financial Reports</p>	<p>Submit to Charter Fiscal Admin</p>

August 2020

1	<p>List of Required Documents for Annual Visits due <u>from</u> SCCOE to Charter Schools</p> <p>Due: CALPADS EOY 1, 2, 3 and Cohort ODS Extract for 2020-21</p>	
5	<p>SCCBOE Meeting</p>	
15	<p>Due: Attendance for the prior month</p>	<p>Submit to SCCOE Internal Business Services</p>
20	<p>Due: Monthly Financial Reports</p>	<p>Submit to Charter Fiscal Admin</p>

2020-2021 SCCOE Charter Schools Department Calendar

The Santa Clara County Office of Education is committed to serving, inspiring, and promoting student and public school success

September 2020

2	SCCBOE Meeting	
15	Due: Actual Enrollment PY Final Unaudited Actuals Attendance due for the prior month Revised Budget (45-day revise – if needed)	Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services Submit to Charter Fiscal Admin
16	SCCBOE Meeting	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

October 2020

1	Due: ADA Report	Submit to Charter Fiscal Admin
2	CALPADS and CBEDS Submission Window Opens for Fall 1	
7	SCCBOE Meeting	
8	Charter Leaders Meeting SCCOE: Milpitas Room, 12:00 – 3:00 p.m.	
15	Due: 20 Day Attendance Report Attendance for the prior month	Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin
21	SCCBOE Meeting	

November 2020

15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
18	SCCBOE Meeting	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

2020-2021 SCCOE Charter Schools Department Calendar

The Santa Clara County Office of Education is committed to serving, inspiring, and promoting student and public school success

December 2020

15	Due: Board Approved LCAP Budget Overview for Parents Federal Addendum (if applicable) First Interim Financial Report Final Audit Report for previous FY Attendance for the prior month	Submit to Charter Admin Submit to Charter Admin Submit to Charter Admin Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services
16	SCCBOE Meeting	
20	Due: Monthly Financial Reports CALPADS and CBEDS Submission Window Closes for Fall 1	Submit to Charter Fiscal Admin

January 2021

1	Annual Visit Window Opens Due: Annual Visit requested documents	
7	Due: P-1 Attendance Report CALPADS and CBEDS Submission window opens for Fall 2	Submit to SCCOE Internal Business Services
13	SCCBOE Meeting – Tentative	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
18	Due: CALPADS Fall 1 Amendment	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin
21	Charter Leaders Meeting SCCOE: Oak Grove Room, 12:00 – 3:00 p.m.	

February 2021

1	Due: SARC Report (Posted to website)	Submit to Charter Admin
3	SCCBOE Meeting - Tentative	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
17	SCCBOE Meeting - Tentative	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

2020-2021 SCCOE Charter Schools Department Calendar

The Santa Clara County Office of Education is committed to serving, inspiring, and promoting student and public school success

March 2021

1	Due: Site Safety Plan Update	Submit to Charter Admin
3	SCCBOE Meeting - Tentative	
15	Due: Data Book Information Form 2nd Interim Financial Report Attendance for the prior month	Submit to Charter Admin Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services
17	SCCBOE Meeting - Tentative	
20	CALPADS and CBEDS Submission Window Closes for Fall 2 Due: CALPADS Fall 2 Certification Due: Monthly Financial Reports	
		Submit to Charter Fiscal Admin
31	Due: Auditor Selection Form Annual Visit Window Closes	Submit to Charter Fiscal Admin

April 2021

1	Due: Form 700 Completed	Submit to Charter Admin
7	SCCBOE Meeting - Tentative	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
20	Due: Monthly Financial Reports P-II Attendance Report	Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services
21	SCCBOE Meeting - Tentative	

May 2021

5	SCCBOE Meeting - Tentative	
13	Charter Leaders Meeting SCCOE: Gilroy Room, 12:00 – 3:00 p.m.	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
19	SCCBOE Meeting - Tentative	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin
31	Due: School Attendance Calendar for 2021-22	Submit to SCCOE Internal Business Services

2020-2021 SCCOE Charter Schools Department Calendar

The Santa Clara County Office of Education is committed to serving, inspiring, and promoting student and public school success

June 2021

1	2020-2021 Data Book presentation TBD	
9	SCCBOE Meeting - Tentative	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
16	SCCBOE Meeting - Tentative	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin